



Association of Workers' Compensation Professionals

P.O. Box 46879, Tampa, FL 33647
(800) 642-7774 • Fax: (813) 632-9377

APPLICATION FOR BOARD CERTIFICATION PROGRAM

Requirements

By completing this application, I certify that:

- I am a licensed Florida adjuster, a medical case manager, or other insurance, risk management, human resource/personnel, or safety professional;
I have a minimum of 5 years experience in the handling or management of lost time/indemnity disability claims;
At least 25% (50% for adjusters and medical case managers) of my employment is devoted to Florida workers' compensation.
I have a current, paid membership with the WCCP Association.

I further understand that I may not display the CWC designation until I have fulfilled all requirements of this program, including payment of all course fees, and I have received the Course Completion Letter and Certificate. I also understand and agree to abide by the following program policies:

- A completed application, a copy of my Florida Adjuster or RN license (only if adjuster or medical case manager), and a non-refundable application fee of \$100.00 must be received by or before the first class. There is an additional fee of \$45.00 per course which must be paid by or before each class.
Invoicing for Payment: The WCCP will not invoice for individual course fees (i.e., invoices for one attendee, one course).
Applicants can start the Board Certification program at any time, and make up missed classes when the program is next offered.
Classes are offered one day per month, two classes per day, from 8:00 a.m. - 5:00 p.m., over a 4 month period.

Name: *Adjuster Lic# *Agent Lic#

RN Lic# CCMLic# CDMS Lic#

Program Location Desired Employer:

Preferred Mailing Address: State Zip

Daytime Phone #: Fax # Email:

Years Lost Time/Disability Claims Handling Experience: % of work in W/C claims:

Describe Professional Discipline (Job Title/Responsibilities)

I certify that the above information is correct and that I make and affirm the certification requirements as indicated above:

Applicant's Signature: Date:

Supervisor/Manager/Sponsor: Date:

Complete program eligibility requirements are on the reverse side of this Application

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Program Eligibility Requirements

The following are requirements for admission into the WCCP's Workers' Compensation Board Certification program. Eligibility requirements differ, depending upon discipline, and should be read carefully:

Eligibility and Certification Requirements for Adjusters

In order to enter this advanced program and earn the "CWC" designation, adjuster applicants must meet the following requirements:

- Be a Florida-licensed claims adjuster;
- Have a minimum of 5 years lost time/disability claims handling experience*. A current supervisor or manager must attest to this experience by signing the application;
- Earn a minimum passing grade of 70% on all online exams;
- Payment must be received for all course work before Certificates will be issued.
- WCCP membership must be current and maintained to participate in the program.
- Once you have earned your CWC designation, in order to retain your designation, you must remain a WCCP member in good standing.

Eligibility and Certification Qualifications for Medical Case Managers

Florida-licensed Nurses and medical case managers may enter the W/C Board Certification program if they meet the following requirements:

- Be a licensed Florida RN, CCM or CDMS
- Have a minimum of 5 years lost time/disability claims handling medical case management experience*. A current supervisor or manager must attest to this experience by signing the application;
- Earn a minimum passing grade of 70% on all exams.
- Payment must be received for all course work before final certificates will be issued.
- Payment must be received for all course work before Certificates will be issued.
- WCCP membership must be current and maintained to participate in the program.
- Once you have earned your CWC designation, in order to retain your designation, you must remain a WCCP member in good standing.

Additional Policies Include:

- Applicants can start the Board Certification program at any time, and make up any missed classes at other locations or when the program is next offered. *The program must, however, be completed within 3 years of starting.*
- Classes are offered one day per month, two classes per day, from 8:00 a.m. – 5:00 p.m., over a 5 month period. Each class is immediately followed by an online exam. (Please arrive by 7:30 a.m. and do not plan on finishing or leaving before 5:00 p.m.) Dates are subject to change due to speaker or facility conflicts. *Classes may be taken for CE only with a course fee of \$45.00.*
- Payment is due by or before attendance at each course offering. Payment may be made at the door upon arrival. We will not invoice for individual course fees.
- Course exams are administered online. Directions are included in the course book.
- Once the program is completed, your CWC designation will become active, and considered earned, upon issuance of your CWC Certificate.